Solar Car Design Project

**Term:** Fall 2013

**Meeting:** 1

**Date:** 9/9/13

**Time:** 7:00

**Location:** Computer Lab

**Attendance:** Fritz Jeanty- Present

Zachary Barr- Present

Julia Clarke- Present

James Croasmun- Present

Wael Nabulsi- Present

David Jolicoeur- Present

Jose Cardenal- Present

Francois Wolmarans- Present

**Absentee(s):** None

**Agenda:** Discuss and Create Code of conduct

 Mission statement:  Concisely summarize the overall goal of the team.

 Communication protocols and standards:  Who is responsible for sending what information when, to whom and how?

Group responsibilities:  Well defined roles & general responsibilities for all team officers & other members.

Deliverables:  How the process of preparing each deliverable will be organized.

Decision-Making Practices:  Voting?  Dictatorship?  Consensus?  How are ties broken?

Conflict Resolution:  How are any disputes resolved in a civil manner?  Arbitration?

Meeting schedule/policy?  How to handle last-minute time-conflicts?  (Reschedule vs. scoring members absent.)

Team Dynamics:  General rules of thumb, guidelines, principles for group to follow.

General ethical principles, procedure for handling any violations.

Complete “Team Member Contact Information” sheet

Complete “Team Meeting Planner” sheet

Complete “Self-Assessment Checklist” sheet

**Discussion:**

* Missed meeting on code of conduct.
* Assigned roles to all group members and discussed responsibilities
* Discussed conflict resolution within the group- how to handle each other when it comes to grading.
* Tentatively meet every Thursday at 5:30 and occasionally on Mondays at 7. Meet with Dr. Frank bi-weekly Tuesday at 3:00.
* Team dynamic setting realistic deadlines, respecting each other’s time be punctual, keep a good line of communication.
* Tasks before end of the week

**Next meeting**

Date: 9/12/13

Time: 5:30

Location: Classroom TBA

Agenda:

* Needs and Analysis requirements
* Practice Presentation
* Finalize group structure
* Set schedule for next week